

# DEPARTMENTS OF THE ARMY AND THE AIR FORCE

## ARIZONA NATIONAL GUARD HUMAN RESOURCES OFFICE

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AZAA-HR

15 June 2006

MEMORANDUM FOR All Full-Time Technician Personnel

SUBJECT: Oracle Self Service, "My Biz"

1. The Human Resources Office is proud to announce Oracle Self Service, an exciting new web-based application within the Defense Civilian Personnel Data System (DCPDS). Oracle Self Service delivers real time Technician personnel information.

2. Oracle Self Service is the latest evolution allowing the migration of personnel processing from Human Resources (HR) responsibility to shared responsibility that includes employees, supervisors and managers, and HR as stakeholders. By utilizing the "My Biz" feature in Self Service, Technicians can access, view and update personal information relating to Appointment, Position, Person, Benefits, Awards and Bonuses, and Performance, 24 hours a day / 7 days a week.

3. The "My Biz" feature of Self Service allows Technicians to access and view data relating to their federal employment, such as current or historical position information. Technicians will be able to update a limited number of fields to include: phone numbers, email address, handicap code, foreign language and race and national origin. In the future, Technicians will have the ability to update employee benefits and appraisal information.

4. Technicians can access "My Biz" from any government computer anywhere, 24 hours a day by going to:

<https://ngbmod3.satx.disa.mil:8007/>

- Click the **My Biz** link under the Navigator column
- You will see two links: **My Information** and **Update My Information**
- Click the **My Information** link
- You will see seven tabs: **Appointment, Position, Personal, Salary, Benefits, Awards and Bonuses and Performance**. Clicking on the various tabs allows you to view your personal information.
- The data under each tab varies in historical timeline.
- Click the **Update My Information** link
- Input data if needed. (If you update your race and national origin, print the **SF181** and forward it to: **AZAA-HR**.)

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5. Before you can access "My Biz" for the first time, you will need a User ID and initial password.

- Your user ID is your social security number (SSN with hyphens)
- Your initial password consists of the following:
  - Capitalize first letter of first name
  - \$ sign
  - Lower case first letter of last name
  - \$ sign
  - Fourth digit of SSN
  - \$ sign
  - Fifth digit of SSN
  - \$ sign

Example: User John Smith with  
SSN 123-45-6789, will enter  
J\$s\$4\$5\$

(Note: You will be prompted to change your password after initial login. New password will contain a minimum of nine (9) characters - a mixture of at least two (2) lowercase letters, two (2) uppercase letters, two (2) numbers, and two (2) special characters. Three chances to get it right. If you are locked out, contact CMS Flores at HRO.)

6. To familiarize yourself with "My Biz" before logging on, go to the tutorial web-site <http://www.cpms.osd.mil>. Click on "Self-Service" on the lower left-hand side of screen. Scroll to bottom of screen and under DCPDS Self Service Tutorials, click "My Biz" and then click "Run". After completing "My Biz" tutorial, a black screen will appear, click the red "x" at the upper right-hand corner of the screen. On the next screen, click the "Update My Information" and then click "Run". You may save the tutorial to your computer if you prefer.

7. You are required to login to "My Biz" not later then 30 June 2006. Points of contact for questions regarding accessing "My Biz" should be directed to CMS Yolanda Flores, My Biz Marketing Representative at (602) 629-4813 or for questions concerning your personnel record under "My Biz" contact Ms Mary Campbell, Employee Relations Specialist at (602) 629-4834.

FOR THE ADJUTANT GENERAL:

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SUSAN L. WEHRLE, Colonel, AZ ANG  
Human Resources Officer